



**Lincolnshire-Prairie View School District 103  
Administration Offices**

111 Barclay Blvd, Suite 100 • LINCOLNSHIRE, IL 60069  
847/295-4030 • FAX 847/821-0189

**PROJECT SPECIFICATIONS  
AND STANDARDS  
FOR**

**DISPOSAL SERVICES BID**

**DANIEL WRIGHT JUNIOR HIGH SCHOOL  
HALF DAY SCHOOL  
LAURA B. SPRAGUE SCHOOL**

Bid Opening Date: **Tuesday, June 8, 2021 at 9:30 a.m. CDT**  
at the District Administration Center, located at  
111 Barclay Blvd., Suite 100, Lincolnshire, Illinois 60069

The bid document is available on line under Bid Documents at  
<http://www.d103.org/page.cfm?p=2491>

Questions concerning the bid may be addressed **via e-mail only** to:  
Scott Gaunky, Director of Facilities  
[sgaunky@d103.org](mailto:sgaunky@d103.org)

The bids results and letter of recommendation shall be submitted  
to the Lincolnshire-Prairie View School District 103 Board of Education  
at the **June 22, 2021** board meeting.

Prepared by:  
Lincolnshire-Prairie View School District 103  
**May 27, 2021**



## Lincolnshire-Prairie View School District 103

May 27, 2021

### GENERAL SPECIFICATIONS and CONDITIONS FOR ALL BIDS

Owner: Board of Education of Lincolnshire-Prairie View School District 103, 111 Barclay Blvd., Suite 100 Lincolnshire, IL 60069.

Office: Office of the Assistant Superintendent for Business, 111 Barclay Blvd., Suite 100, Lincolnshire, IL 60069 (847) 295-4030.

Issued: [May 27, 2021](#)

The specifications set forth herein are applicable to bids for services, supplies, material and equipment, and shall be in addition to and not in lieu of special conditions. In some instances, the general provisions may not apply such as where the bidding solicited is for services, and accordingly, provisions relating to supplies, material and equipment may not be applicable.

#### 1. Bid Procedures:

- a. Bids shall be submitted in a sealed envelope, marked in the lower left-hand corner **BID: Disposal Services – Daniel Wright, Half Day, and Sprague** and received by the School District at the Office of the Assistant Superintendent for Business shown above, on or before **June 8, 2021** at the hour **9:30 a.m. CDT**. The bidder assumes all responsibility for the bids that are mailed or delivered but which are not received by the District for any reason whatsoever.
- b. The bid form must be submitted and signed by the owner or duly authorized officer. Stamped, typed, facsimile or electronic signatures will disqualify the bid.
- c. By submitting a bid, bidder agrees that his/her bid shall remain firm for a minimum period of sixty (60) days after the date for the opening of a bid, and will not be withdrawn without consent of the Board of Education.
- d. Bids will be awarded, if at all, to the lowest responsive and responsible bidder complying with the specifications as determined by the Board of Education. The Board of Education reserves all rights to determine the selection that, in its judgment, meets the needs or purposes intended. The Board of Education will consider the proven ability of the bidder to satisfactorily perform the contract in accordance with the contract documents. Such decisions shall be final and not subject to recourse or challenge by any unsuccessful bidder. In the event a successful bidder is disqualified or unable to perform within sixty (60) days after the opening of bids, the Board of Education reserves the right within said sixty (60) day period, to award the bid to the next lowest responsible bidder who meets all of the qualifications set forth in the invitation for bids.
- e. In submitting bids, bidders are advised that the Lincolnshire-Prairie View School District is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.



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- f. All exceptions or deviations from any equipment specified herein shall be identified and the price differential between the specified product and the product offered shall be stated in the bid, together with specification data of the substituted product. The Board of Education reserves the right to make a final decision, without recourse, as to whether a substituted product is satisfactory for purposes or accepting or rejecting a bid.
- g. The Board of Education reserves the right to reject any and all bids and to re-advertise as it deems fit in its discretion.

### 2. Insurance Requirements:

- a. Bidder shall provide the insurance coverages listed below protecting, via policy endorsement or rider, as Additional Insured the School District, the Board of Education, its agents, officers, servants and employees against loss from liability for damages, injury, or death caused by a negligent act or omission of bidder, insuring legal defense coverage as well to the School District with a responsible insurance company licensed to sell insurance in the State of Illinois, as follows:

#### Commercial General Liability Coverage (includes Property Damage & Bodily Injury)

- \$1,000,000 Per Occurrence
- \$50,000 Damage to Rented Premises (Each Occurrence)
- \$5,000 Medical Expenses
- \$1,000,000 Personal & Advertising Injury
- \$3,000,000 General Aggregate
- \$3,000,000 Products/Completed Ops Aggregate
- District should be named as an additional insured on a primary & non-contributory basis

#### Commercial Automobile Liability Coverage

- \$1,000,000 Combined Single Limit
- District should be named as an additional insured on a primary & non-contributory basis

#### Umbrella or Excess Liability

- \$5,000,000 Per Occurrence
- \$5,000,000 General Aggregate
- Coverage provided should be follow form

#### Workers Compensation Coverage

- Statutory limits
- Employers Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000

Above coverages shall be from a company authorized to do business in Illinois and with at least an “A VII” rating from A.M. Best Company

If requested, organization must provide copies of applicable policy endorsements

Bidder shall also provide the District proof of Worker’s Compensation insurance covering all workers on sites.



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- b. In addition, bidder agrees that it will indemnify and hold harmless, including reasonable attorneys' fees, the School District, its Board of Education, employees and agents from any and all claims arising out of or alleged to arise out of bidder's activity, conduct, actions, omissions, or the material, merchandise or product furnished by bidder.

### 3. Statutory Requirements:

- a. Bidder and all sub-contractors and material suppliers, where applicable, agree that they shall keep and furnish on demand, the necessary records to substantiate compliance with the "Preference to Citizens (Illinois) on Public Works Projects Act and Prevailing Wage Act (820 ILCS 13/1 et seq. - Chapter 48, Sections 269 through 275 and par. 39s-4) specifically pertaining to (1) make and keep, for a period of not less than 3 years, records of all laborers, mechanics, and other workers employed by them on the project; the records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending time each day; and, (2) submit monthly, in person, by mail or electronically, a certified payroll to the public body in charge of the project all of which said provisions are incorporated by reference and made a part of this bid.
- a. Bidder further agrees that he/she shall maintain compliance with the provisions of the Illinois Human Rights Act (Act) dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois, and also must provide proof of the adoption and implementation of written sexual harassment policies in accordance therewith.
- b. Bidder also agrees that he/she shall be bound by all other Federal, State, County and Local laws that may be applicable, as well as, rules and regulations of any agency or regulatory body having jurisdiction.

### 4. References

- a. Bidder shall supply at least three (3) references from similarly sized school districts where bidder is under contract to provide similar services. Bidder shall also supply a list of all school districts that have terminated Bidder's services in the last 5 years when termination has occurred prior to the contract's expiration.

1.

### 5. Miscellaneous:

- a. Bidder represents that unless otherwise stated, no person in any office or employment of the Owner is directly or indirectly interested in this proposal or in any contract which may be made under it, or in expected profits to arise there from, and this



## **Lincolnshire-Prairie View School District 103**

proposal is made in good faith without collusion or connection with any other person, firm, or corporation bidding for the same work.

- b. Bidder declares that he/she has carefully examined the proposal, the plans and specifications and the site of the work, and that he/she is familiar with all conditions affecting the contract and requirements of the contract, and understands that in making this proposal he/she waives all right to plead any misunderstanding regarding the same.
- c. Bidder understands and agrees that if this proposal is accepted, he/she is to furnish and provide all necessary machinery, tools, apparatus, and other means of construction, and to do all of the work and to furnish all of the materials specified in the contract.
- d. Bidder agrees to execute a contract for this work and present the same to the District within fifteen (15) days after the date of notice of the award of the contract to him/her.
- e. Bidder understands that this bid is subject to any and all addenda which the District may issue and mail to bidder within four (4) days prior to the date of opening bids, whether received by the bidder or not. Any bids received by the District prior to date of receipt by bidder of an addenda may be modified, changed or withdrawn, provided the same is done prior to the time of the opening of bids.
- f. No recap of the bid summary will be mailed. Any interested party may examine the bid summary at the Business Office at Lincolnshire-Prairie View School District 103, 111 Barclay Blvd., Suite 100, Lincolnshire IL 60069.
- g. The above are general specifications and apply to all bids; a separate specification sheet with instructions will be supplied with each bid.
- h. Prospective bidders will furnish a list of all equipment that is included in his/her bid.
- i. The Board of Education reserves the right to waive any irregularities in any bid provided the same does not constitute a significant violation of the bidding procedure.



**Lincolnshire-Prairie View School District 103**

**SCHOOL DISTRICT 103 – DISPOSAL SERVICE BID SPECIFICATIONS**

Effective July 1, 2021 through June 30, 2022

<u>LOCATION</u>	<u>SERVICE</u>	<u>CONTAINERS</u>	<u>MONTHLY CHARGE</u>
Laura B. Sprague School 2425 Riverwoods Road Lincolnshire, Illinois 60069	3 days per week	8 yard	_____
Half Day School 239 Olde Half Day Road Lincolnshire, Illinois 60069	3 days per week	8 yard	_____
Daniel Wright Junior H.S. 1370 Riverwoods Road Lincolnshire, Illinois 60069	3 days per week	10 yard	_____
<b>Recycling Service</b>			
Daniel Wright Junior H.S Co-Mingled Paper/Cardboard	2 days per week	6 yard	_____
Half Day School Co-Mingled Paper/Cardboard	2 days per week	2-2 yard	_____
Laura B. Sprague School Co-Mingled Paper/Cardboard	1 day per week	6 yard	_____

This contract may be extended at the owner’s discretion to include 2 one-year extensions for [2022 and 2023](#) fiscal year (July 1- June 30) with the cost adjustments not to exceed the percentage increase in the Chicagoland Consumer Price Index (CPI-U) for the prior calendar year.

Monthly statement to include all three schools (regular service and recycling service) and forward to:  
 Lincolnshire-Prairie View School District 103  
 Accounts Payable  
 111 Barclay Blvd., Suite 100  
 Lincolnshire, Illinois 60069

BID SUBMITTED BY: \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Telephone \_\_\_\_\_

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**Lincolnshire-Prairie View School District 103**

**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

The undersigned does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and, (vii) protection against retaliation.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN  
to before me on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



**Lincolnshire-Prairie View School District 103**

**CERTIFICATION OF COMPLIANCE WITH DRUG-FREE WORKPLACE ACT  
30 ILCS 580/3**

The undersigned, having 25 or more employees, does hereby certify that pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance or work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

\_\_\_\_\_  
Name of Bidder (Please Print)

\_\_\_\_\_  
Submitted by (Signature)

\_\_\_\_\_  
Title

SUBSCRIBED AND SWORN  
to before me on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public







**Lincolnshire-Prairie View School District 103**

**CERTIFICATION OF BIDDER ELIGIBILITY  
720 ILCS 5/33E-11**

I, \_\_\_\_\_, a duly  
(Agent)

authorized agent of \_\_\_\_\_,  
(Contractor)

do hereby certify that neither \_\_\_\_\_ nor any individual  
(Contractor)

presently affiliated with \_\_\_\_\_ has been  
(Contractor)

barred from bidding on a public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid rotating) of the Illinois Criminal Code, contained in Chapter 38 of the Illinois Revised Statutes.

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Contractor

SUBSCRIBED AND SWORN  
to before me on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public



